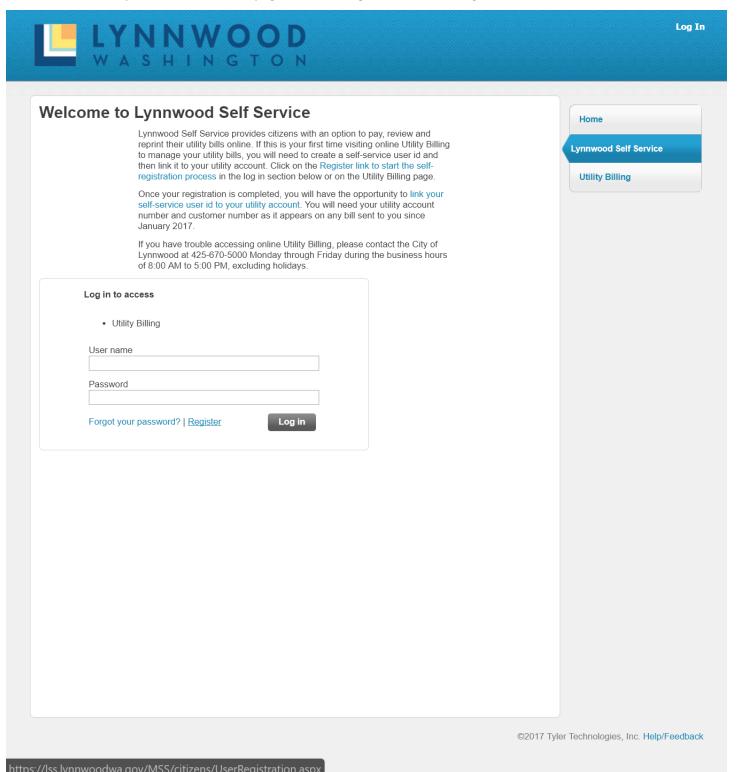
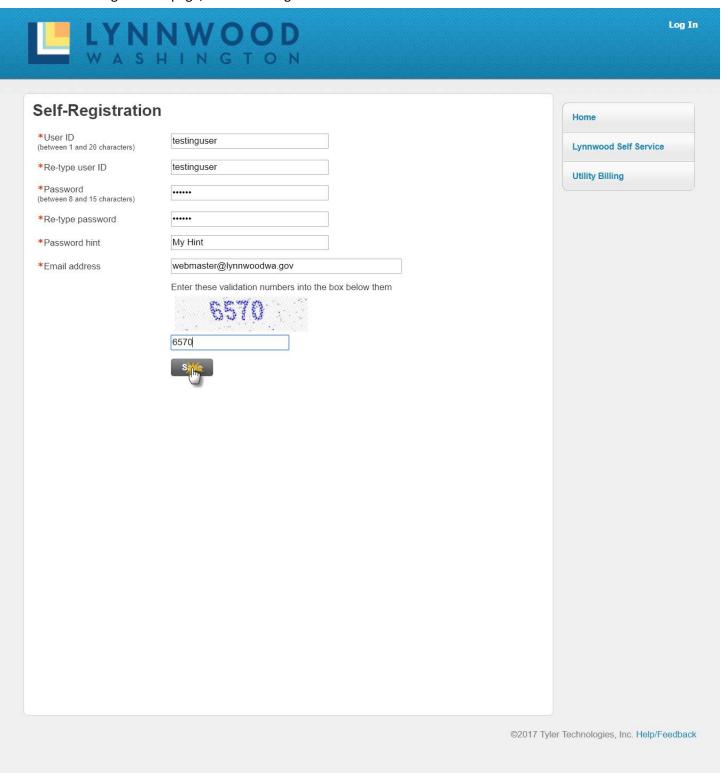
LSS – Online Utility Bill Payments

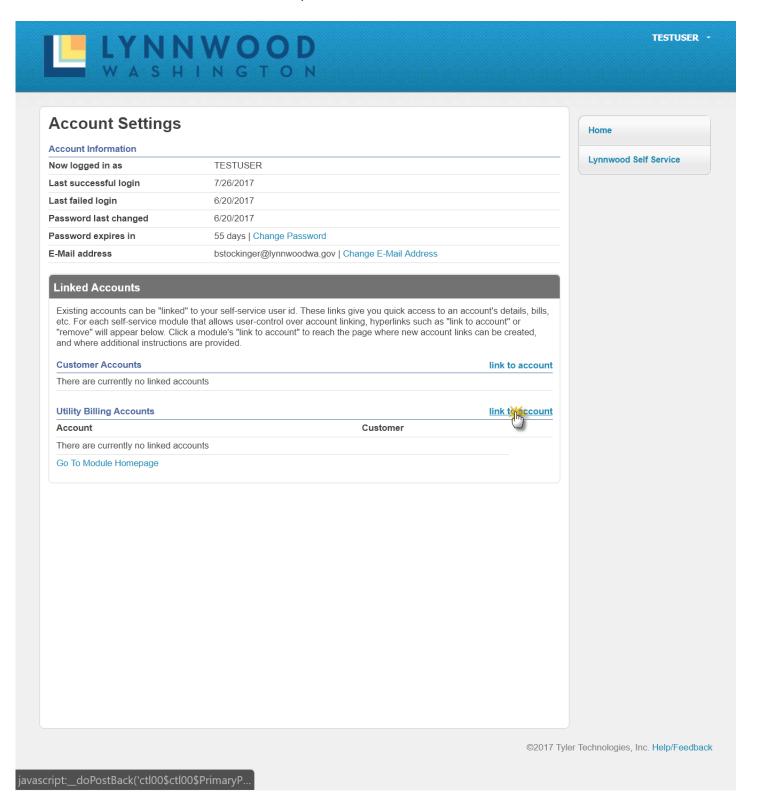
1. From the main Lynnwood Self Service page, click the Register link in the Log in to access section.



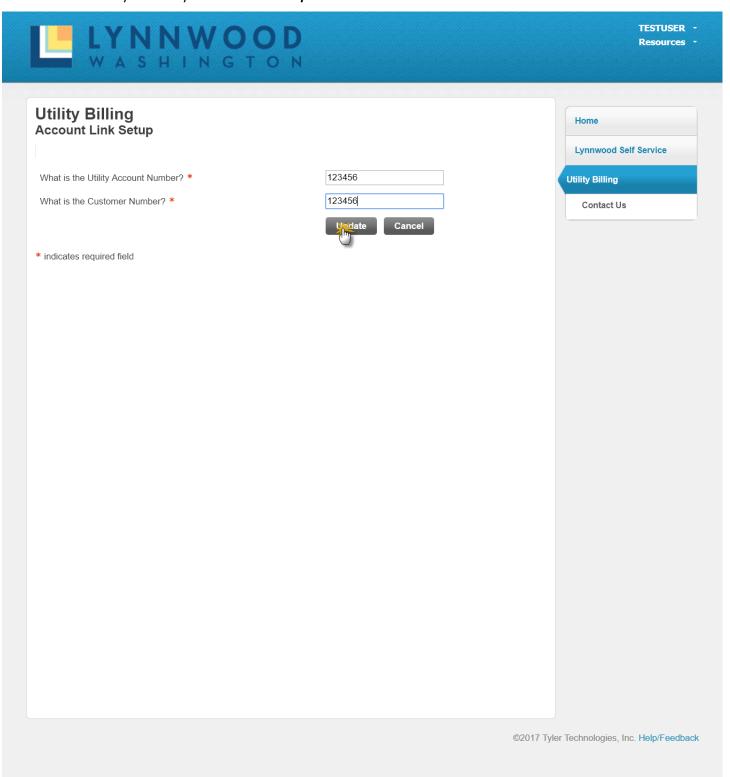
2. On the Self- Registration page, fill out the registration form and click Save.



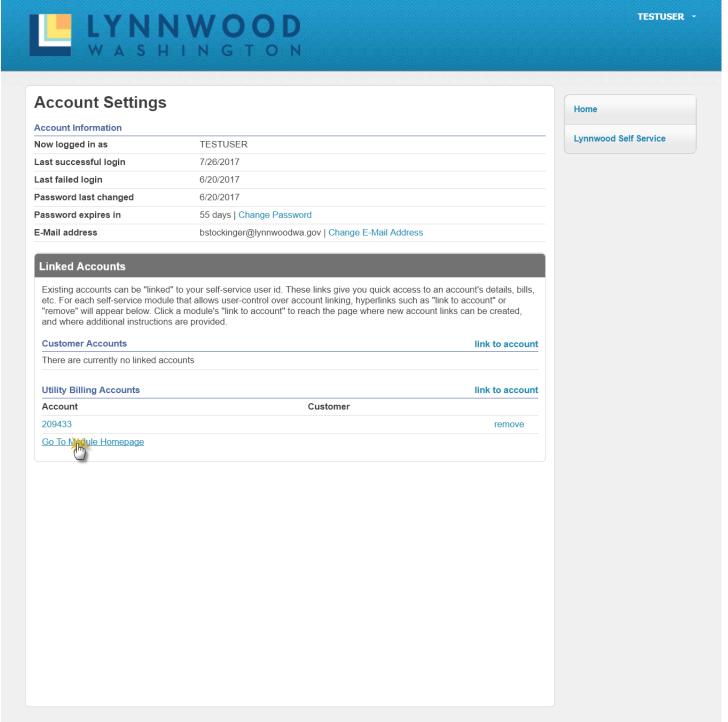
- 3. On the Account Settings page, you have two options: (a) Link to an account to view and pay balances each time you log into Lynnwood Self Service, or (b) go directly to the Utility Billing module and pay a bill.
 - a. Click the *link to account* link to link your account



i. On the Account Link Setup page, provide the Utility Account Number and Customer Number from your Utility Bill and click the *Update* button.



ii. You will now see the linked account in the Utility Billing Accounts section. Click the *Go to Module* link to go to the Utility Billing module.

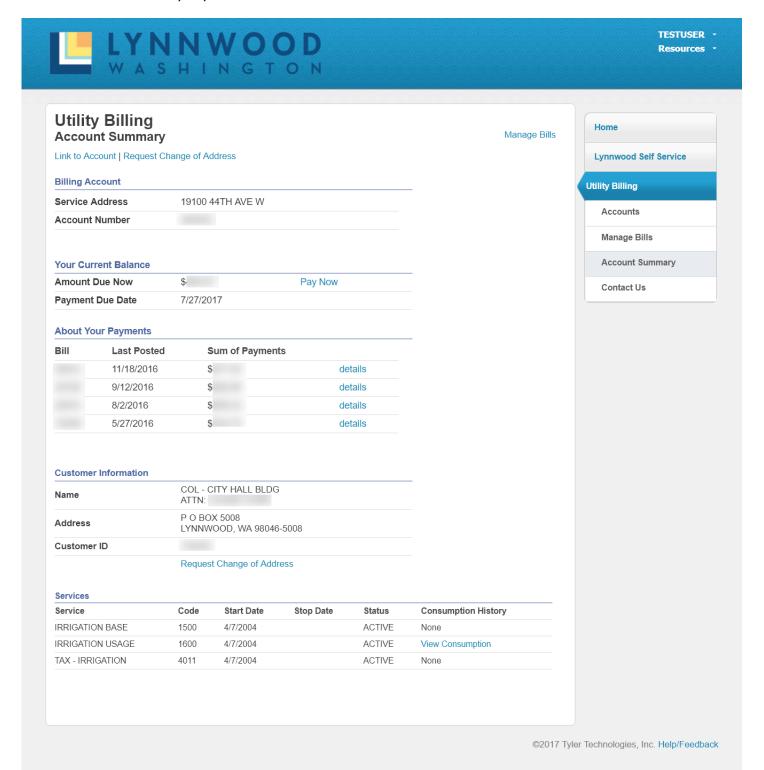


iii. On the Utility Billing page, click the Accounts link in the right side navigation.

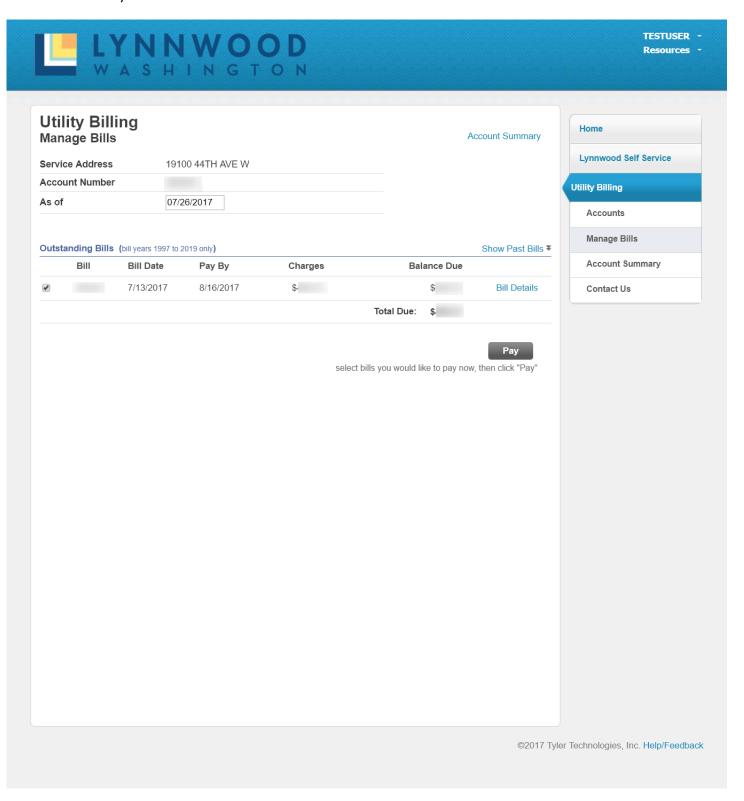
LYN	NNWOOD shington	TESTUSER - Resources -
Utility Billing To make a payment, view Number and click the Sea Utility Bill.	your account balance, or view previous bills, enter your Account Number and Customer arch button. Your Account and Customer numbers can be found on your Utility Bill. View a sample litity Billing account to your profile using this link: Utility Billing Account Link Setup Remember these values Search Reset	Home Lynnwood Self Service Utility Billing Accounts In Contact Us
	©2017	Tyler Technologies, Inc. Help/Feedback

https://lss.lynnwoodwa.gov/MSS/citizens/UtilityBilling/AccountBrowse.aspx

iv. On the Account Summary page, you can view and pay Your Current Balance, view information About Your Payments, Request Change of Address in your Customer Information, and review consumption history of your Services.



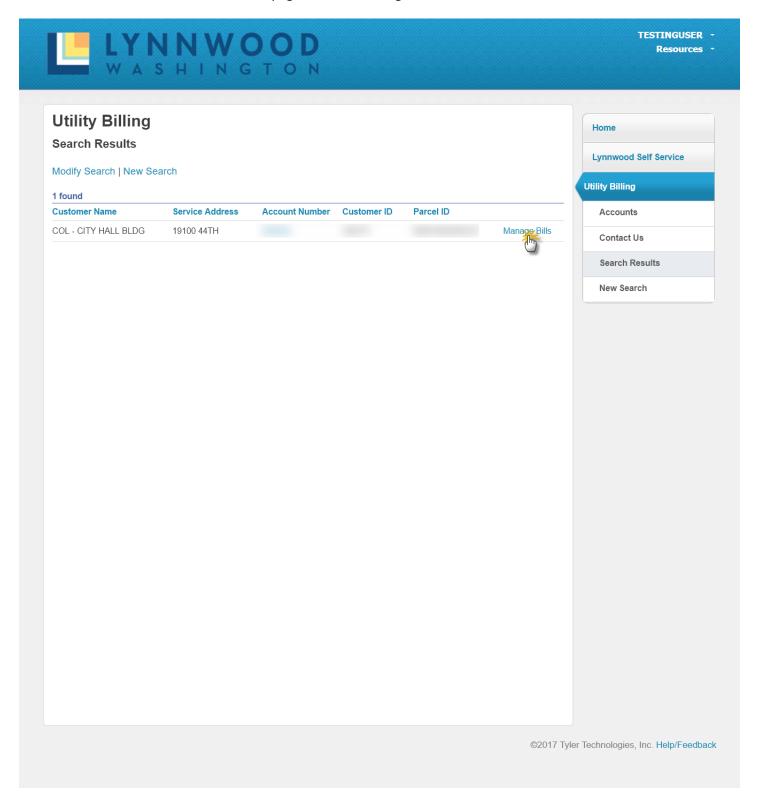
v. On the Manage Bills page you can view Outstanding Bills, Show Past Bills, view Bill Details, and Pay your bills.



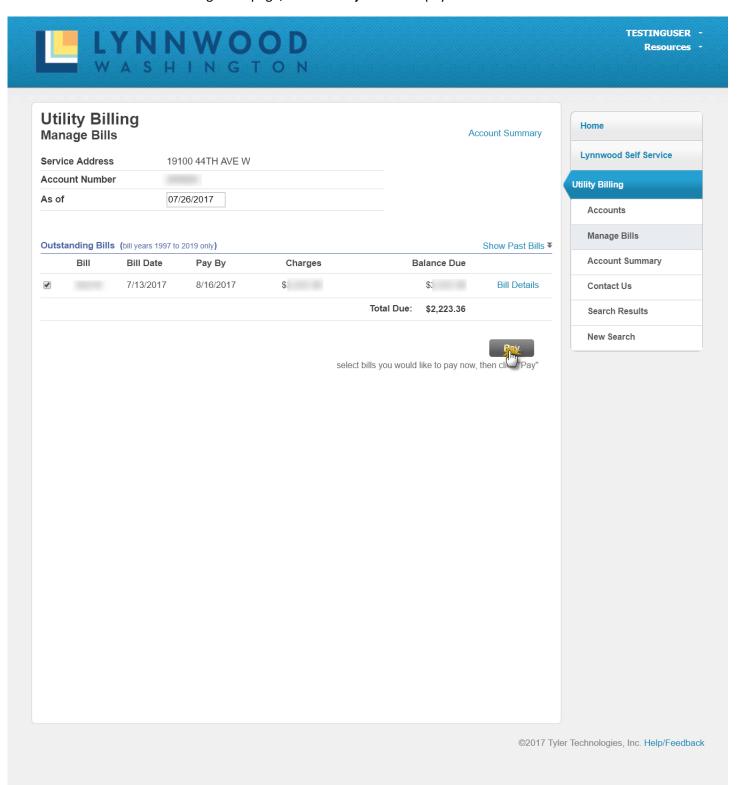
- b. Click the *Go To Module Homepage* link to pay a Utility Bill without linking an account to your profile.
 - i. On the Utility Billing page, provide your Utility Account Number and your Customer ID number from your bill and click the *Search* button.

LYNNWOOD WASHINGTON	TESTINGUSER - Resources -
Utility Billing To make a payment, view your account balance, or view previous bills, enter your Account Number and Customer Number and click the Search button. Your Account and Customer numbers can be found on your Utility Bill. View a sample Utility Bill. You may also link your Utility Billing account to your profile using this link: Utility Billing Account Link Setup Account Number 123456 Customer ID 123456	Home Lynnwood Self Service Utility Billing Accounts Contact Us
Remember these values Search Reset	
	√yler Technologies, Inc. Help/Feedback

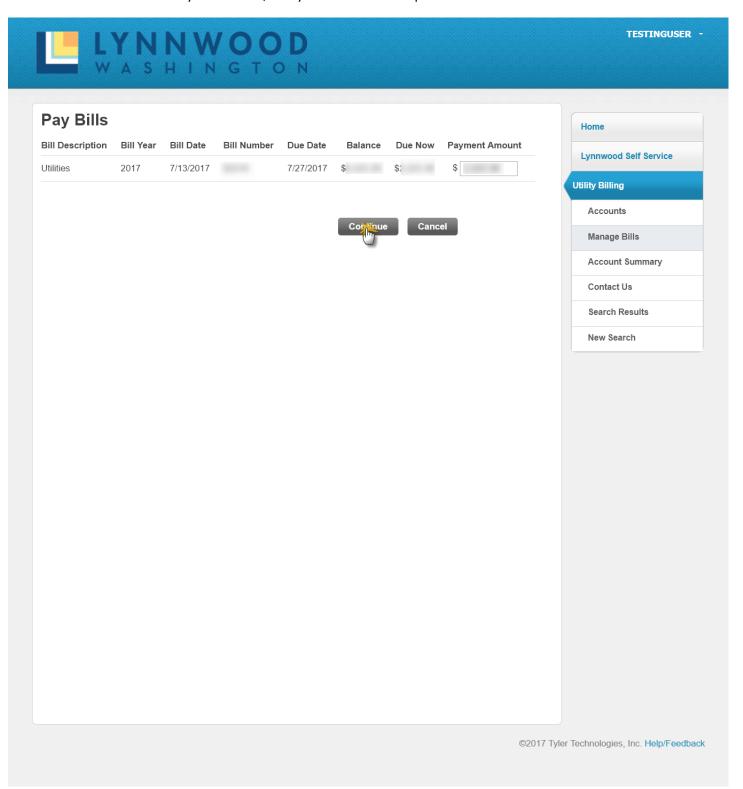
ii. On the Search Results page, click the *Manage Bills* link



iii. On the Manage Bills page, click the *Pay* button to pay the indicated Balance Due.



iv. On the Pay Bills screen, verify the amount to be paid and click the *Continue* button.



v. You will be redirected to a secure credit card payment site hosted by the City's credit card processing vendor, BridgePay. Provide your name, email address if you would like a receipt emailed to you, and credit card information. Click the *MAKE PAYMENT* button to complete the transaction.

	BILLING INFORMATION	
	Time left: 6 minutes, and 45 seconds	
	ddress for your credit card)	
Name:	City of Lynnwood	
Address:	PO BOX 5008	
Address:		
City:	LYNNWOOD	
State / Zip:	Washington ▼ / 98046-5008	
Phone:		
Email:	ub@lynnwoodwa.gov	
Total:		
	PAYMENT INFORMATION	
	AMEX DISCOVER CHECK	
D 114 H 1		
Payment Method:	Visa ▼	
Card Number:	41111111111111	
Exp. Date:	10 🔻 / 2017 🔻	
Security Code:	123 What is this?	





vi. Upon successful payment, you will see the Payment Confirmation screen. If you did not provide an email, print this screen or note the transaction details for your records. Click the link to go back to the Lynnwood Self Service site.

